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## 310.00

### Introduction to Personnel

#### Overview

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| <b>Introduction</b>                               | This section of the Service Policy and Procedure Manual includes policies and information about agency positions and personnel.   |
| <b>Purpose</b>                                    | The policies in this section are intended to provide standardization in staffing patterns and position requirements, and assure competent and skilled personnel.  |
| <b>Special note about the position guidelines</b> | The position guidelines included in this section are intended only as suggestions about personnel qualifications and job responsibilities. They do not replace agency job descriptions, and should not be used as such. In some cases, job responsibilities may need to be combined. For example, the job description for a WIC program coordinator who also works as a dietitian in some clinics must include job responsibilities for both positions. |
| <b>In this section</b>                            | This section contains the following policies.   |

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| Title   | Policy Number |
|---|---------------|
| Hiring Agency Personnel                                 | 310.05        |
| WIC Service Delivery                                    | 310.08        |
| Program Coordinator Guidelines                          | 310.10        |
| Licensed Dietitian Guidelines                           | 310.12        |
| Registered Nurse Guidelines                             | 310.13        |
| Licensed Practical Nurse Guidelines                     | 310.15        |
| Breastfeeding Coordinator Guidelines                    | 310.16        |
| Support Staff Guidelines                                | 310.18        |
| Agency Director Guidelines                              | 310.20        |
| Outreach Worker Guidelines                              | 310.23        |
| Nutrition Educator Guidelines                           | 310.25        |
| WIC Early ACCESS Coordinator Guidelines                 | 310.26        |
| Data Coordinator Guidelines                             | 310.27        |
| WIC Breastfeeding Peer Counselor Guidelines             | 310.28        |
| WIC Breastfeeding Peer Counselor Coordinator Guidelines | 310.29        |
| Agency Personnel List                                   | 310.30        |
| Staff Conflict of Interest                              | 310.35        |
| Staff Conflict of Interest Form                         | 310.35a       |

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